

WORKFLOW CHART

FOR EXTERNAL DISTINGUISHED PROFESSORS HIRING PROGRAM and INTERNAL CHANCELLOR'S PROFESSORS APPOINTMENT

(Updated 9/24/18)

- Department/School Documents:**
1. Department nomination letter and vote. *(to allow internal nominations to remain confidential, committee letter from Dept. is required, but Dept vote is optional.)*
 2. Chair letter of support.
 3. Dean letter of support.
 4. CV, research, teaching and diversity statements
 5. *3 external letters of support*
 - a. *For external candidates if getting letters is difficult because of confidentiality issues, this should be noted in the Dean's letter.*
 - b. For internal candidates, letters can be from the most recent promotion file, if within 3 years.

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AP Office

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Distinction Review Committee (meets quarterly)
Standing committee appointed by VPAP composed of current National Academy Members, Distinguished and Chancellor's Professors:

- Identifies candidates who meet qualifications for appointment as Distinguished Professors or Chancellor's Professors.
- *Can request additional information, including letters of support.*

NO →

VPAP informs Department/School Not Approved

YES (External Candidate)

YES (Internal Candidate for Chancellor's Professor)

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VPAP and Provost evaluate programmatic needs

VPAP informs Dept/School of approval.
(If candidate is external, unit can make offer)

↙ *Low Priority*

↘ *High Priority*

↗ *Recommend*

YES Final Decision NO

VPAP informs Department/School Not Approved

CAP Review and Recommendation

↔ *Against*

VPAP and Provost discusses CAP recommendation and makes a final decision

